

BARNsLEYBIC WILTHORPE

BUILDING 1 - MEETING ROOM HIRE BOOKING FORM

You have requested to hire BarnsleyBIC's Building 1 Meeting Room(s). Please fill in the form below and return it to BarnsleyBIC as soon as possible to confirm your booking and invoice details (please keep a copy for your records).

Company Name:			
Contact Name:			
Contact No.		Email address:	
Date of Meeting:			
Start Time: (available from 9am)			
Finish Time: (rooms must be vacated no later than 4.30pm)			
No. of People Attending:			
Building 1 Meeting Room Required:	* East Meeting Room <input type="checkbox"/> ¹ West Meeting Room <input type="checkbox"/> ¹ Large North Meeting Room <input type="checkbox"/>		
Room Setup East/West only	Boardroom style (24) <input type="checkbox"/> Classroom style (30) <input type="checkbox"/> Theatre style (48) <input type="checkbox"/>		
Equipment Needed: Internet Access Required:	Laptop <input type="checkbox"/> Flipchart <input type="checkbox"/> LCD Projector <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes - N° of Computers you require access for: _____		
Refreshments Required:	Please complete and return the attached booking form for your refreshments & catering requirements (please keep a copy for your records).		
Any Other Information /Specific Requirements:			
For External Bookings - invoice to be sent to:	Name: Address:		
Booking Reference:	R00/18/		
Purchase Order Number:			

* **Please note:** ¹ Seats 24 Boardroom Style ² Seats 12 Boardroom Style

IT Requirements: Please liaise with BarnsleyBIC IT Support Department at least one week in advance of your booking regarding your IT needs and computer software compatibility. Companies are responsible for providing/transporting their own computers and must have adequate insurance.

Note: Cancellations received less than 1 week in advance will be charged at 50%.

Completed by: Signature: Date:

Please Return To:

The Business Village @BarnsleyBIC , Innovation Way, Wilthorpe, Barnsley S75 1JL.
Tel: 01226 249590 Fax: 01226 249625
Email reception@barnsleybic.co.uk